



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

NOTIFICATION OF STATEWIDE CONTRACT

DATE: May 23, 2012

CONTRACT TITLE: TONER SUPPLIES (NON-RECYCLED)

CURRENT CONTRACT PERIOD: JUNE 1, 2012 THROUGH JUNE 30, 2012

BUYER INFORMATION: Laurie Borchelt
Phone: 573-751-1702
Fax: 573-526-9816
Email address: laurie.borchelt@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	April 1, 2009 through March 31, 2010	June 30, 2012

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **PREFERRED** FOR ALL STATE AGENCIES.

This contract has been established for the convenience of state agencies.

*Local Purchase Authority may be used to purchase supplies included in this contract
from an alternative source at the discretion of the agency.*

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's **Public Record Search and Retrieval System** located on the Internet at
<http://www.oa.mo.gov/purch>.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C108322001	8410998770 0	Beyond Technology 14697 E. Easter Ave #G Cenntenial, CO 80112 Phone: (800) 548-0277 Fax: (303) 623-4843 Website: www.beyondtec.com Primary Contact: Buz Weisberg buzw@beyondtec.com	YES (Both)	YES

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
06/01/12 – 06/30/12	05/22/12	One (1) month contract extension (thru 06/30/12).
05/01/12 – 05/31/12	04/31/12	One (1) month contract extension (thru 05/31/12).
04/01/12 – 04/30/12	03/31/12	One (1) month contract extension (thru 04/30/12).
04/01/11 – 03/31/12	01/01/12	Select toner supplies pricing revised due to manufacturer price increases. See updated pricing sheet dated 01/01/12.
04/01/11 – 03/31/12	03/16/11	Contract Renewal. Addition/Deletion of firm, fixed price items.
04/01/10 – 03/31/11	05/11/10	Correct firm fixed prices for line items 039, 040, and 041.
04/01/10 – 03/31/11	05/03/10	Addition of ARRA reporting requirements.
04/01/10 – 03/31/11	03/26/10	Contract Renewal. Addition/Deletion of firm, fixed price items.
04/01/09 – 03/31/10	12/08/09	Provide updated account set-up/sign-on information.
04/01/09 – 03/31/10	10/01/09	Select toner supplies pricing revised due to manufacturer price increases. See updated pricing sheet dated 10/01/09.
04/01/09 – 03/31/10	05/14/09	Correct Beyond Technology mailing address from “Eastern” to “Easter”.
04/01/09 – 03/31/10	04/09/09	Change print cartridge color from “black” to “tricolor” for line item 005.
04/01/09 – 03/31/10	04/01/09	Provide “Renewal Information” and correct “Fax” number on page 1.
04/01/09 – 03/31/10	03/25/09	Initial issuance of new statewide contract.

GENERAL INFORMATION

PREFERRED USE OF CONTRACT:

The Beyond Technology contract for Toner Supplies shall be considered a preferred-use contract, which means that state agencies should use this contract when pricing, delivery, and other contractual terms and conditions are in the agency's best interest to do so. Agencies are encouraged to use this contract but in rare instances where the state agency can obtain like or similar products that meet the state agency's needs at a better price, then the agency has authority to purchase the items from other sources so long as the provisions of the Local Purchasing Authority Delegation is followed.

The state agency contract-user shall understand and agree that existing contracts shall be used as deemed reasonable and appropriate. Regarding products available from MVE, the state agency must first obtain a waiver from MVE to purchase any items MVE manufactures but are also available via this contract with Beyond Technology.

In the event the state agency needs an item that is not listed in the attached spreadsheet or in Beyond Technology's catalog, the state agency may use local purchasing authority to obtain what is necessary.

ELIGIBLE USERS:

All state agencies, institutions of higher education, other public bodies and entities authorized by Missouri law to use contracts established by the State of Missouri may use the Toner Supplies contract.

Political subdivisions, counties, public schools, colleges, universities, or other public entities referenced in Missouri law are eligible to use the established contract by virtue of the state's Cooperative Procurement Program (Chapter 67.360).

M/WBE PARTNERSHIPS:

Beyond Technology is partnering with Jobsite, LLC, a Missouri-certified MBE, and Schriefer's Office Equipment, a Missouri-certified WBE, to provide warehousing, customer service, and delivery of the toner products ordered under the contract.

ACCOUNT SET UP:

Agencies must first establish an account. The following are instructions for setting up your account:

Go to www.beyondtec.com

At the top, click the **"Login"** or **"Sign Up"** link

At the next screen, there will be a space to enter an email and password but right above that, it says, **"If Using Our New Site for the First Time, Click Here."** Click to follow that link. You should then be on a page to complete your agency information to create an account. Use the password **"lasercat"**. Once you've filled it all information, click the **"Create Account"** button at the bottom of the screen. Your account should be set up.

PRICE:

The attached spreadsheet lists all of the toner supplies available under the contract at firm, fixed pricing. An item not listed may be purchased under the contract at the discount offerings indicated below. Beyond Technology is offering the following manufacturer discounts on the entire list of products available in their proprietary catalog. The discounts are fixed, although the base pricing found in the catalog is allowed to vary. A line item exists in SAM2 for each discount structure described below. The SAM2 line items are designed for total order amounts for catalog items.

<u>Manufacturer</u>	<u>Discount Applied</u>	<u>SAM2 Line Item No.</u>
Hewlett Packard	40%	SAM2 Line Item 098
Lexmark	30%	SAM2 Line Item 099
Xerox	30%	SAM2 Line Item 100
Canon	30%	SAM2 Line Item 101
IBM	10%	SAM2 Line Item 102
All Others	25%	SAM2 Line Item 103

The discounts shall be applied to pricing in Beyond Technology's current hard copy catalog. In addition, a complete list of products and pricing available under the contract are also available at Beyond Technology's website at www.beyondtec.com.

Note: Recycled toner supplies are available to state agencies through Missouri Vocational Enterprises; therefore, only non-recycled toner supplies are available under the contract.

All prices include packing, handling, shipping and freight charges FOB Destination, freight prepaid and allowed.

The contractor shall extend any and all special promotional (including "educational" promotions) sale prices or discounts immediately to the State during the life of the contract. These prices shall be honored for the duration of the specific sale or discount period.

HARDCOPY/ELECTRONIC CATALOGS:

Beyond Technology has the following manufacturer product lines available: Brother, Canon, Compaq, Copystar, Data Products, Epson, Gestetner, Hewlett Packard, Imagistics, IBM, Kodak, Konica, Kyocera, Mita, Lanier, Lexmark, Minolta, Panasonic, Pitney Bowes, Ricoh, Risograph, Royal, Samsung, Savin, Sharp, Toshiba, and Xerox.

Catalogs are available both in hardcopy and electronically through the Internet at www.beyondtec.com. Hard copy catalogs will be provided upon request of the state agency at no additional cost. The website will feature a separate page for all fixed priced items and another for all remaining catalog items. The catalog will be indexed by manufacturer. The website is SSL encrypted and is triple-layered secure to accommodate P-card transactions. The website will feature pictured product available where applicable.

MINIMUM ORDER:

The minimum order without handling charge is \$50.00. Orders under \$50.00 will incur a flat fee of \$6.25.

ORDERING:

Orders can be placed with Beyond Technology by telephone, fax, mail, or on-line.

Items will be wrapped, packaged, labeled, and shipped to the deliver to location specified on the order. A packing (shipping) label will be affixed to each package visible on the outside of the box. Information on the packing label will include the agency name and address, contact name/phone number, and order number and contents.

A packing slip will be included with each shipment listing the contents of each carton within a shipment.

All State of Missouri agencies should utilize SAM2 for placement of orders. However, orders under \$3,000 will not be required to be placed in SAM2. These orders can be placed as a PVQ by noting the contract number (C108322001) in the description field. Agencies are reminded that in order for the M/WBE subcontracting credit to be obtained, the state agency must complete the order via a PGQ or SC document in SAM2.

P-card transactions may also be used to place and pay for orders. P-card purchases can be used in lieu of a purchase order.

The agency shall order in accordance with the following line items as listed in SAM2 and in the attached spreadsheet (C/S Code: 61599).

Fixed price line items: 001-097 (Note deleted items in pricing spreadsheet Revised 3/19/10) and 104-118.

All remaining catalog items: 098-103

QUALITY ASSURANCE GUARANTEE:

All products are guaranteed 100% for performance. If not satisfied, Beyond Technology will refund or exchange the product. Replacement will be made without charge on product that is defective or fails within the warranty period. In cases where a product is unable to be filled by Beyond Technology's stock, but a close substitute is available, a substitute item may be shipped only after prior approval of the ordering agency.

PRODUCT RETURNS:

Returns may be requested by email, phone, fax or mail. All returns require the order number, customer account number, reason for the return, items to be returned and proper contact information. All returns must have a proper return authorization (RA) number, and all returns will be picked up in 1 to 3 days if the fault of Beyond Technology or if the product is defective. If the fault of the customer, the customer will need to arrange for shipment back to the warehouse at their cost. All returns must be in resaleable condition within 30 days of receipt of the product. The customer must notify Beyond Technology immediately of any shortages and/or product damages. Special order items will only receive a credit if the product is defective.

Items will be picked up by one of Beyond Technology's designated partners or a UPS call tag for pick up will be issued. Product ordered in error by the customer will be at the customer's expense.

Restocking fees will not be charged on returned product.

Beyond Technology will replace any item received in damaged condition at no cost to the State of Missouri. This includes all shipping costs for returning non-functional items to the contractor for replacement.

DELIVERY:

Fixed Price Items

Beyond Technology will provide next-day delivery (next "business" day) for all fixed price items ordered if the order is placed before 4:00 p.m. CT in the following areas:

Jefferson City and within a 35-mile radius
St. Louis City and St. Louis County and within a 35-mile radius of the county border
Kansas City and Jackson County and within a 35-mile radius of the county border
Springfield and within a 35-mile radius

Beyond Technology will provide second-day delivery (two "business" days) for all fixed price items ordered if the order is placed before 4:00 p.m. CT for all other locations within the State of Missouri.

All Remaining Catalog Items

Beyond Technology will provide delivery within 3 business days for all remaining catalog items ordered if the order is placed before 4:00 p.m. CT in the following areas:

Jefferson City and within a 35-mile radius
St. Louis City and St. Louis County and within a 35-mile radius of the county border
Kansas City and Jackson County and within a 35-mile radius of the county border
Springfield and within a 35-mile radius

Beyond Technology will provide delivery within 4 business days for all remaining catalog items ordered if the order is placed before 4:00 p.m. CT for all other locations within the State of Missouri.

If agreeable to the customer, a partial delivery may be made. Beyond Technology will contact the agency to confirm acceptability of any partial deliveries.

Beyond Technology will expedite any delivery that is required to correct a mishandled order that occurs due to their negligence or error at no additional cost.

On expedited deliveries not prompted in an effort to correct a contractor error as described above, Beyond Technology shall be entitled to allowable freight premiums for emergency, special or rush orders. Beyond Technology must provide the customer with proof of actual freight and shipping costs.

TRAINING:

Upon request of the state agency, Beyond Technology will provide contract user training on all aspects of ordering, delivery, return, and customer service processes. Said training may be provided on-site at the state agency location, or via some other appropriate method as deemed reasonable in the opinion of the state agency user. Said training and support will be provided at no additional cost.

ARRA REPORTING REQUIREMENTS:

Beyond Technology has agreed to comply with all reporting requirements in order to allow for accountability of ARRA funds that ensures transparency and accountability in accordance with all program and ARRA requirements.

**State of Missouri
Office of Administration
Division of Purchasing and Materials Management
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

Contract No.: C108322001

Contractor: BEYOND TECHNOLOGY

Describe Product Purchased (include Item No's., if available): _____

Rating Scale: 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: _____

Prepared by: _____ Title: _____ Agency: _____

Date: _____ Phone: _____ Email: _____

Address: _____

Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:

Office of Administration
Division of Purchasing and Materials Management
301 West High Street, RM 630
PO Box 809
Jefferson City, Missouri 65102

You may also e-mail form to the buyer as an attachment at: Laurie.Borchelt@oa.mo.gov